



## JOB ANNOUNCEMENT

The California State Council on Developmental Disabilities (SCDD) is established by state and federal law as an independent state agency. SCDD consists of 29 members appointed by the Governor, with individual and family consumers representing a minimum of 60 percent of the membership, a Headquarters Office and 13 Area Board Offices. Through advocacy, capacity building and systemic change, SCDD and its Area Board Offices and Area Board Members work to achieve a consumer and family-based system of individualized services, supports, and other assistance. The SCDD Area Board Office 4 is located in Vallejo and serves the counties of Napa, Sonoma, and Solano. The position advertised below is based at the Sonoma Developmental Center in Eldridge (Sonoma County).

**POSITION:** Office Assistant (T) Area Board 4  
**TIME BASE:** Half-Time  
**SALARY:** \$1037 - \$1367 per month  
**LOCATION:** Sonoma Developmental Center, Eldridge  
**DEADLINE:** Until Filled  
**RELEASED:** February 26, 2007

**Duties:** Under the supervision of the Executive Director of the Area 4 Developmental Disabilities Board, the Office Assistant (T) will take direction from and provide primary secretarial and clerical support to the Clients' Rights Advocate (CRA) and Volunteer Advocacy Services (VAS) Coordinators, at the Sonoma Developmental Center.

**Desired Qualifications:** The Office Assistant (T) will have the knowledge, skills, and ability to use various software programs, such as Excel and Word, to prepare correspondence and documents, using a computer. The ability to answer questions from people with developmental disabilities, family members, the public, service providers, other staff and professionals about the Area Board and its' services, and to work collaboratively as an effective team member.

**How To Apply:** Applications will be accepted from persons on the SROA List, employees from surplus status departments, state employees with lateral transfer eligibility, and persons eligible for appointment from a valid promotional or open Office Assistant (Typing) eligible list. All applications meeting this criterion will be screened and only the most qualified will be interviewed. Submit Cover Letter and State Application to:

State Council on Developmental Disabilities Area Board 4  
236 Georgia Street, Suite 201  
Vallejo, CA 94590  
Attention: Robert Phillips, Executive Director AB 4, (707) 648-4073

**CALIFORNIA STATE GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER PROVIDING OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITIES, RELIGION OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.**